

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**URBAN PLANNER III - HISTORIC RESOURCES COMMISSION DIRECTOR
PLANNING AND DEVELOPMENT DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs professional historic preservation planning and research work in the City's Planning and Development Department. Reports to the Chief Planner or Planning & Development Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs technical and professional historic resource preservation planning and research work in the City of Asheville and Buncombe County. Work involves administration of Historic Resources Commission programs, including developing and administering budgets, disseminating information and assisting the general public with forms and applications pertaining to historic resources, and reviewing and coordinating review of such applications as certificates of appropriateness. Employee is also responsible for enforcement of compliance with the City and County historic preservation ordinances; providing technical assistance to the general public, organizations and elected officials regarding the preservation and protection of the community's historic resources; and researching and preparing technical historic preservation reports in areas pertaining to land use, environmental and economic impact, etc. Employee serves as staff to the Historic Resources Commission and prepares recommendations pertaining to granting minor and major certificates of appropriateness. Work also involves preparing local historic district and landmark designation reports, and preparing and coordinating state, federal and private foundation grant proposals. Employee supervises technical and clerical personnel. Tact and courtesy must be exercised in frequent contact with various public officials and the general public. Work is performed with considerable independence and under very limited supervision of the Chief Planner or Planning & Development Director, and is evaluated through annual reviews.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Provides technical assistance to other City departments, Asheville City Council and Buncombe County Board of Commissioners.

Answers inquiries regarding historic preservation functions.

Assists in implementation of specific historic preservation projects.

URBAN PLANNER III - HISTORIC RESOURCES COMMISSION DIRECTOR

Maintains records pertaining to certificate of appropriateness, grants, and historic designations, and prepares periodic and special reports pertaining to historic preservation issues and efforts with City and County.

Prepares reports, charts, maps, graphs and other illustrative material for presentation to elected officials, Historic Resources Commission, community groups, etc.

Issues certificates of appropriateness.

Enforces historic preservation provisions in City Code.

Prepares paperwork as required by existing state and federal grants; compiles information and assists in preparation of grant proposals.

Coordinates special projects with City, County and department officials; provides historic preservation technical assistance to local governments and homeowners; serves on planning teams.

Oversees activities of technical and clerical personnel assisting in various projects.

Makes oral presentations before City Council, Board of Commissioners, Historic Resources Commission, and various community groups.

Advises owners of local landmarks and property in local historic districts of appropriate design and construction methods for rehabilitating historic buildings and structures.

Develops educational programs to encourage protection and preservation of above- and below-ground historic resources.

Develops funding programs for conservation, preservation and protection of City and County historic resources.

Develops Historic Resources Commission budgets, and administers funds.

Attends seminars, conferences, workshops, etc., as appropriate, and reviews professional journals to enhance and maintain knowledge of trends and developments in the fields of historic resources preservation and urban planning.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of urban planning and historic preservation.

Thorough knowledge of governmental programs, laws and services pertinent to the historic planning and preservation process.

Thorough knowledge of the environmental and socio-economic impact of historic preservation and the planning process.

Thorough knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends and developments in the fields of historic preservation and urban planning.

URBAN PLANNER III - HISTORIC RESOURCES COMMISSION DIRECTOR

General knowledge of the grant funding available for local government historic preservation and research programs and projects, and of the requirements for obtaining and maintaining such funding.

Skill in the collection, analysis, and presentation of technical data and planning recommendations.

Ability to use common office equipment, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to organize and conduct complex planning, historic preservation and research studies, and to formulate substantive recommendations based on such studies.

Ability to read and interpret surveys and engineering drawings and plans.

Ability to organize work flow and coordinate activities.

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.

Ability to direct and supervise a technical and clerical planning staff.

Ability to explain orally and in writing planning and historic preservation theory, policy and practices to lay people individually or in groups.

Ability to make oral presentations before large groups of people.

Ability to work in a consulting capacity and provide leadership in frequent contact with public officials, community leaders, professional groups, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in historic preservation, urban planning, engineering, business administration or a related field, with a master's degree preferred, and 3 to 5 years of experience in responsible planning work; and/or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

URBAN PLANNER III - HISTORIC RESOURCES COMMISSION DIRECTOR

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Salary Grade 21
Exempt